



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
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2023 MAY 22 1 PM 12:10
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Grafton Historic District Commission

**MINUTES
REGULAR MEETING**

February 16, 2023

7:00 p.m.

Conference Room G, Municipal Center

Member Attendees – Bill Nicholson, Paul Scarlett, Brad Schlapak, John Stephens and Pan Du

Non-Member Attendees – None

- Call to Order
 - Mr. Nicholson called the meeting to order at 7:00 PM.
- Approval of Minutes
 - Minutes for the 11/17/22 meeting, which had previously been submitted by the clerk for discussion at the December meeting, were reviewed/discussed along with the newly submitted minutes associated with the December 15th and December 20th posted meetings. Mr. Stephens motioned to accept all three sets of minutes as submitted subject to the correction of a small typo within the November set. Mr. Schlapak seconded the motion, and the vote of those members present was unanimously in favor.
- New Business
 - Annual Report
 - Mr. Nicholson recommended that the FY22 Annual Report include recognition of the contributions made by John Morgan during his tenure on the Commission. Mr. Scarlett agreed and indicated he would have a draft of the report ready for review at the February meeting.
- Old Business
 - Common Improvements Project
 - Mr. Scarlett advised that the granite posts for the East entrance have finally been received and installed. The only issue is that the groove that was supposed to be etched into one of the posts to accommodate the electrical wiring for the archway lantern was not done. Rather than send the post back to have this work completed, JAM will complete the work onsite when the archway is installed. They will be out soon to take the needed measurements for manufacture of the archway.
 - Work needed to remove the existing fiber optic cable/pole located within the Common and reroute the cable to the telephone pole near the East

entrance then through existing conduit to the new electrical panel is anticipated to be completed this month.

- Additional quotes are needed for the rewiring of the three existing archway lanterns as well as the repairs associated with the irrigation system. Mr. Stephens indicated he would follow up with the electrician he had previously contacted (Al Bergeron). Mr. Nicholson advised that would work on this as well.
- Mr. Schlapak advised that he is currently working with the Historical Commission to secure photos that could be used on the project signage he is working to design.
- Mr. Scarlett advised that Apple Tree Arts is scheduled to meet with Ray Mead and Evan Brassard next week to discuss their lease of One Grafton Common and the need for brick repointing and window restoration/replacement at the building.
- Holiday Decorations on the Common
 - Mr. Scarlett recommended a letter be drafted to the Recreation Commission providing recommendations on holiday decorations for the Common in 2023 and beyond. He suggested this be a future agenda item to discuss and align on what to recommend.
- Executive Session – None held
- Adjournment
 - Mr. Scarlett motioned to adjourn at 8:48 PM, Mr. Schlapak seconded, and the motion passed unanimously.